



**Dr. Radhabai Govt. Navin Kanya Mahavidyalaya, Raipur (C.G.)**

Email:-drrbgnkm1986@gmail.com

Website:-www.navingirlscollege.com

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**Internal Quality Assurance Cell (IQAC)**

**Agenda and Minutes of Meeting**

**Session (2019-20)**

**Date: - 7/01/2020**

**Agenda**

1. Discussion on academic calendar.
2. Discussion on annual function and Pratibha Protsahan Puraskar.
3. Discussion on seminar/workshop.
4. Discussion on final practical exams.
5. Preparation of annual exams.

**Minutes**

1. All teaching staff instructed to complete syllabus on time as per academic calendar.
2. Date of annual function decided from 17-22 January 2020 and for Prathibha Protsahan Puraskar 24.1.2020.
3. Two national seminars in Economics and Zoology are proposed. The tentative dates are 28 Feb.2020 to 01.3.2020 (4 days).
4. All heads of the departments are instructed to conduct annual practical exam in 2<sup>nd</sup> and 3<sup>rd</sup> week of February as per university guidelines.
5. Instructions are issued for the preparation of annual exams which is proposed in the 1<sup>st</sup> week of March by the University.